**Civil Service Title:** COMMUNITY COORDINATOR  
**Level:** 00

**Title Code No:** 56058  
**Salary:** $52,524.00/$60,403.00-$81,535.00  
**Frequency:** ANNUAL

**Title Classification:** Non-Competitive  
**CPS:** 071-19-0962, 0963, 0964  
**RC:** 7175

**Business Title:** Project Specialist  
**Work Location:** 33 Beaver St, New York NY

**Division/Work Unit:** DHS HERO  
**Number of Positions:** 3

**Job ID:** 391884  
**Hours/Shift:** Monday - Friday, 9 am - 5 pm

**Job Description**
The Department of Homeless Services seeks three (3) Community Coordinators in the Housing Emergency Referral Operations (HERO) Unit. HERO is the sole 24/7 DHS organizational unit that identifies and secures shelter for families and single adults who apply for emergency housing assistance. HERO is composed of seven sections: Placement, Transfers and Transportation, Vacancy Control for Families with Children and Single Adults, Data & Systems, Strategic Initiatives, Care Day Certification and Portfolio Management.

The Department of Homeless Services is hiring (3) Community Coordinators to function as a Project Specialists for HERO’s Project Management Unit to handle the Cluster Flip conversion and other future projects at an annual salary of $52,524.

In order to assist in the converting of cluster units into permanent affordable housing to help create the long term stability that many homeless and low income families need, DHS seeks three Project Specialists who will:

- Manage the operational coordination of movement of clients as part of the initiative.
- Track and report on outcomes.
- Liaise with external /internal stakeholders for areas pertaining to lease signing coordination, transportation and inspections etc. along with coordinating information flow.

**Minimum Qualification Requirements**
1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**Preferred Skills**
Must be proficient in Microsoft Word, Excel and PowerPoint

**Additional Information**

**LOAN FORGIVENESS**
The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DSS/HRA/DHS qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the programs other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: [https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service](https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service).

**Residency Requirement**
New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply**
For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.
For all other applicants, please go to NYC Careers by using the following link [http://www1.nyc.gov/jobs](http://www1.nyc.gov/jobs).

Most public libraries have computers available for use. No phone calls, faxes, e-mails and personal inquiries permitted.

**Posting Date:** 05/14/2019  
**Post Until:** 05/29/2019

The City of New York is an Equal Opportunity Employer